

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP61-00910A000100060008-6

3 November 1950

25X1A9a

MEMORANDUM FOR THE RECORD

SUBJECT: Records Management Program

1. A memorandum dealing with the above subject was given me this date by [REDACTED] who has been on detail from the Biographic Register to the CIA Library's Records Management Unit for the past several weeks.

2. The memorandum proposes that the Records Management Unit be transferred from the CIA Library to the Management Staff. The basic reason for this proposal, elicited from [REDACTED] in conversation, is his belief and [REDACTED] that the Records Management Program should have greater stature in the CIA organization; that it should have wider scope to formulate policy in records management matters, and greater authority (by acting through the Executive) to impose its policy decisions upon all Offices and Staffs of the Agency.

3. [REDACTED] did not dissent when I suggested to him that the CIA Library, with its Central Records Branch, was the chief unit in CIA with which the Records Management Unit would have to work in establishing and implementing its program, and that the first and most concrete effect of his proposal, if implemented, would be to make the Executive - rather than the CIA Librarian and the AD/CD - the arbiter between Records Management and the Library.

4. I asked [REDACTED] to prepare for me a statement of those differences between the Library and the Records Management Unit which, in his opinion, required resolution at a level higher than that of the CIA Librarian; and I assured him that I was prepared to resolve those differences.

5. I believe that the chief reason for this sudden boiling of the Records Management pot is the fact, known to [REDACTED] and [REDACTED], that the CIA Library does not intend to give the key job in records management to either of them, but has recruited a records management specialist who has had some fifteen years experience in the work and who should, by virtue of his experience and long familiarity with the National Archives and other such organizations, be able to give the CIA program better guidance than it is now getting from relatively young and inexperienced men.

Sanitized - Approved For Release : CIA-RDP61-00910A000100060008-6

~~CONFIDENTIAL~~

NOV 9 1950

~~CONFIDENTIAL~~

Sanitized - Approved For Release : CIA-RDP61-00910A000100060008-6

25X1A9a

6. No slur to [REDACTED] is intended by the above remarks. He is an unusually energetic and enterprising young man and, as we anticipated, he has given a great and much needed impetus to the mechanical aspects of the record management business while on detail. I am told that he has microfilmed and prepared for storage over 1,000,000 documents during this period, and the CIA Librarian has expressed his appreciation in a letter of commendation which will be placed in [REDACTED] Personal History folder.

25X1A9a



25X1A9a

Sanitized - Approved For Release : CIA-RDP61-00910A000100060008-6

~~CONFIDENTIAL~~